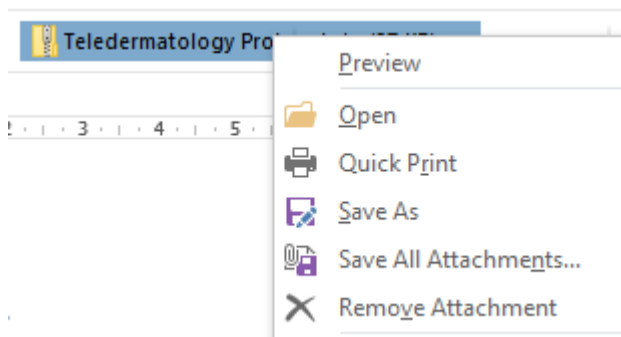# Importing the Teledermatology Protocol into EMIS Web
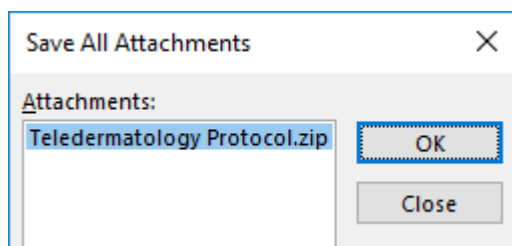
At no point should you try to open the files until they have been imported into EMIS Web. These are "system specific" files and Windows does not have the capability to open them.

If you are importing the files using NHS webmail, please see different screenshots at the end of this document.

Open the email and right click over the attachment. Select **Save all attachments**. Select **Save All Attachments**
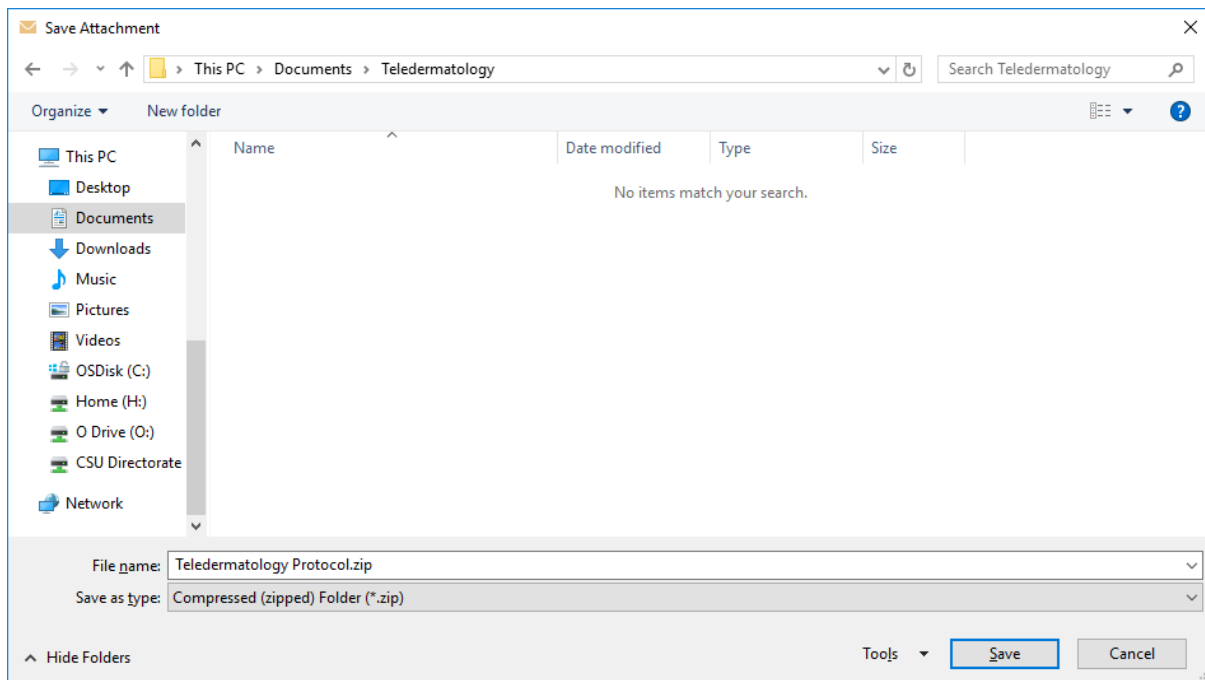

Click **OK**.

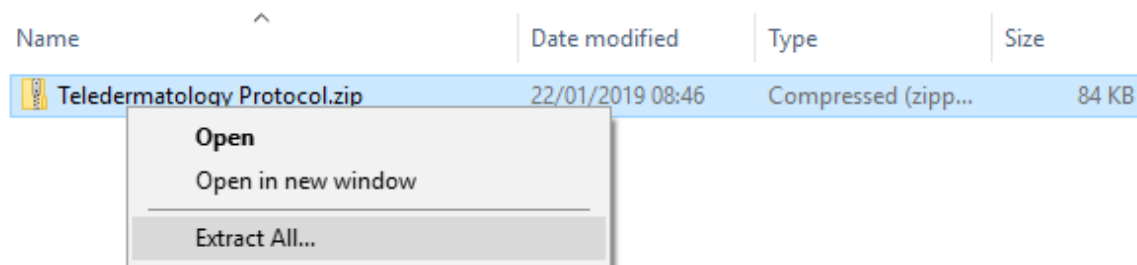Save the zipped folder to your desktop or network drive if you prefer.

The location of where this folder is saved is up to personal choice and does not need to reflect what is displayed in the screenshots.
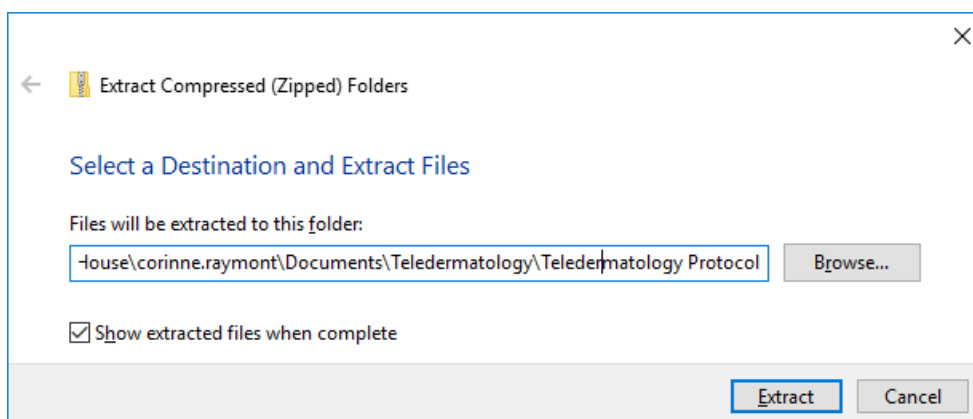
Click **Save**

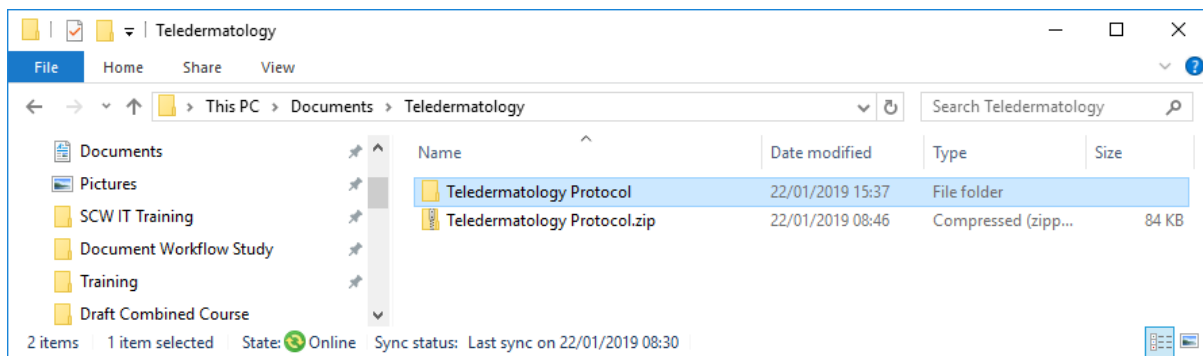Navigate to the folder where the zipped folder has been saved.

Right click over the zipped folder, and select **Extract All.**
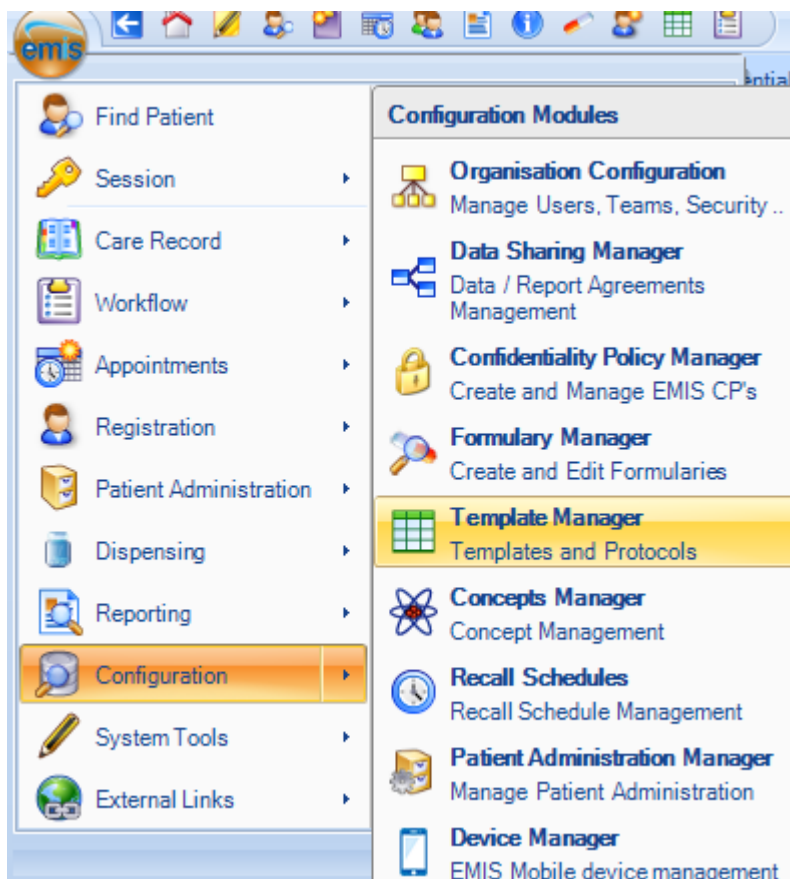

Select **Extract**.

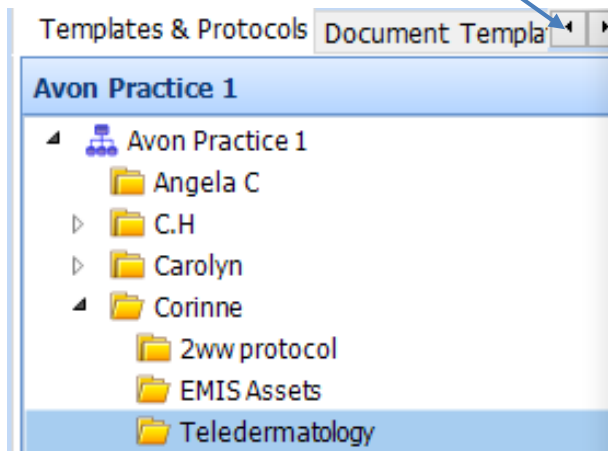The extracted files will appear in a new Teledermatology Protocol folder

To Import into EMIS Web

From the **EMIS Ball**, access **Template Manager** by selecting **Configuration**, **Template Manager**.
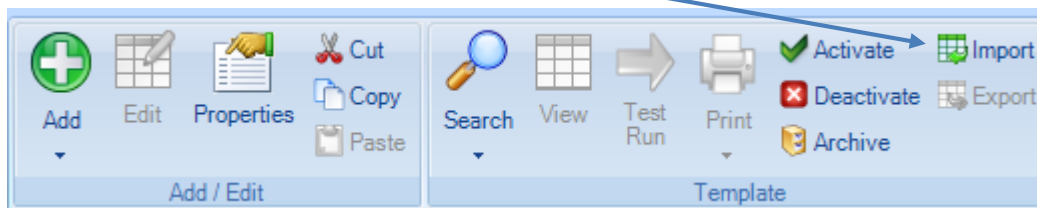
Ensure you are in the Templates and Protocols Tab, you may have to click on the left arrow to see this:
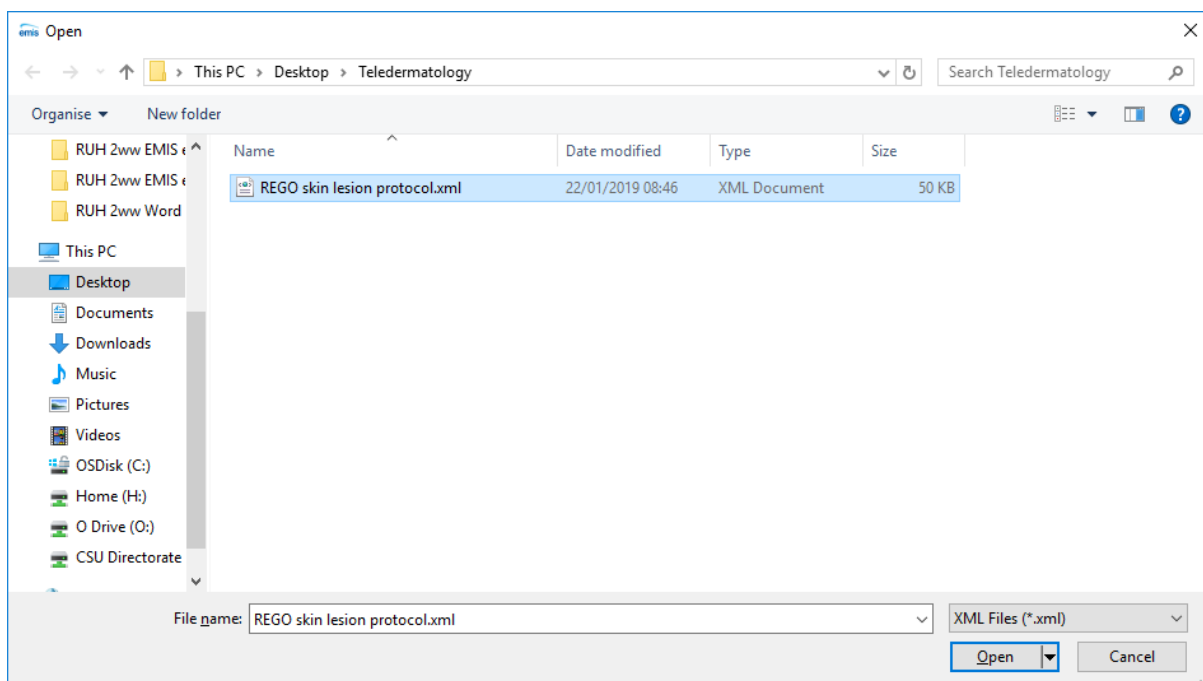

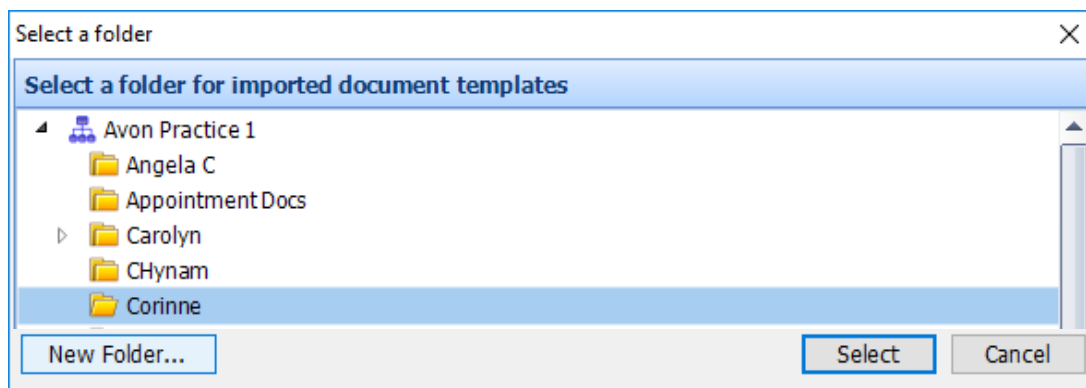Before importing, create a folder where you want to import the protocol, eg Teledermatology.

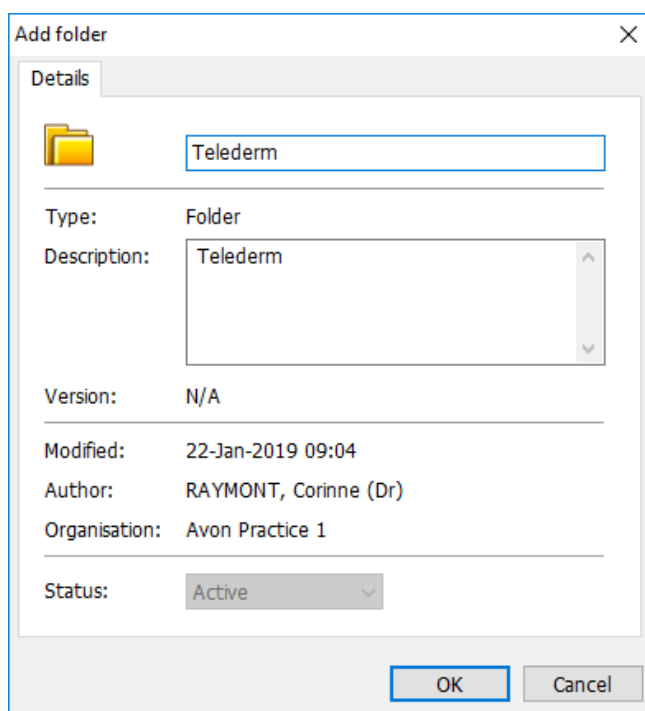From the **Ribbon**, select **Import**

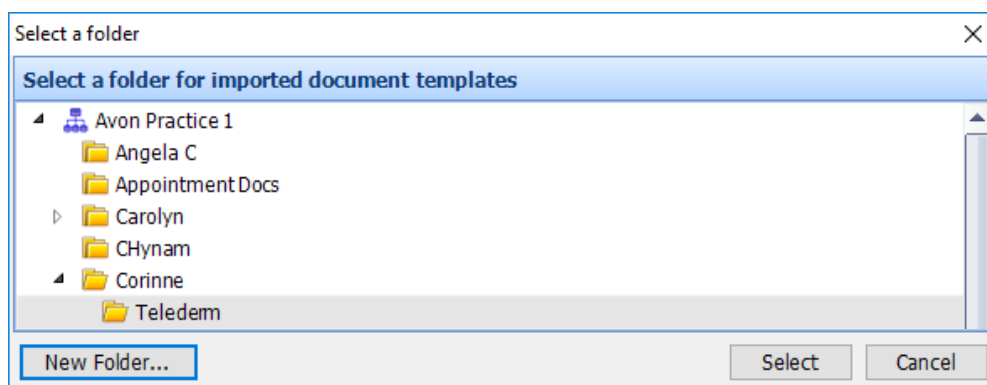Highlight the REGO skin lesion protocol.xml, and select **Open**.

Choose a folder where you want the accompanying document templates to be imported and then create a **New Folder**. **The name is not important as long as you make a note for future reference if required.**

Give the new folder a name:
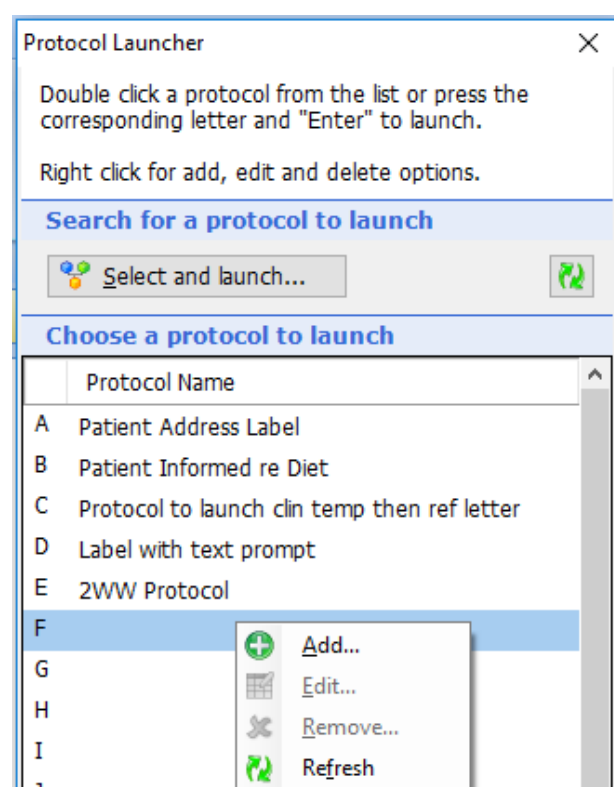

Then press **Select**.

You should now be able to see the REGO skin lesion protocol and Skin lesion template:

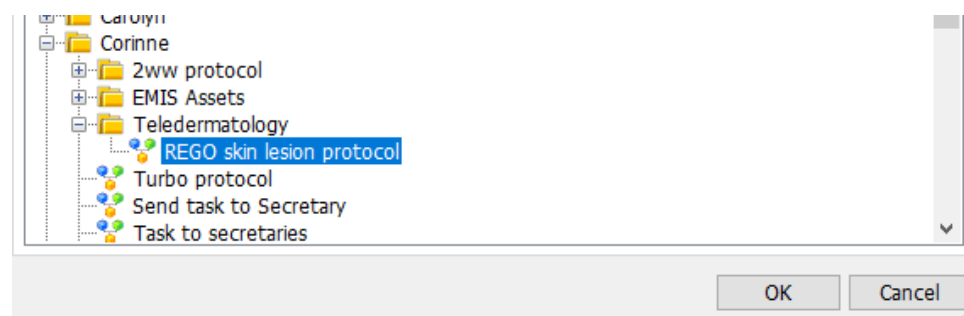|	Name	Description
	REGO skin lesion protocol	Imported item.
	Skin lesion template	Imported Item.

To Add to the Protocol Launcher

Add to the Protocol Launcher to enable the protocol to be launched by using the F12 key. This needs to be done by each user.

Press F12, choose a letter to assign to the protocol, right click over the letter and select **Add**.

Navigate to the protocol, highlight and select **OK**.

The protocol name will now appear next to the letter you chose.

To use the protocol, press **F12** and then double click on the protocol name.

Importing the Protocol Using NHS Webmail

If you are importing the files from NHS webmail, you will need to ensure that you have ticked the "**This is a private computer**" box before signing in.

Sign in with your NHSmail account

nhs.mail@nhs.net

••••••••

Sign in
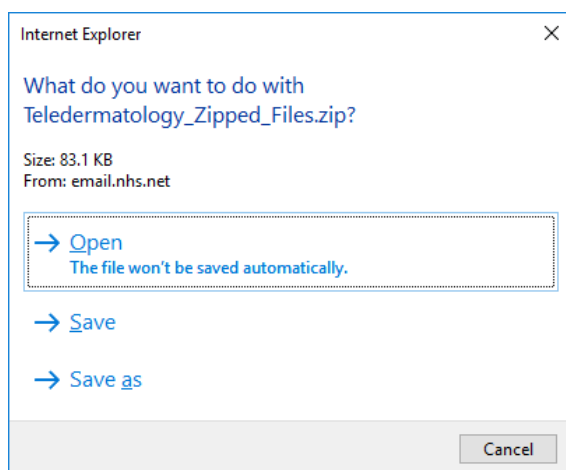
☑ This is a private computer

Open the email and right click over the attachment. Select **Download all**.

📎 1 attachment

Teledermato
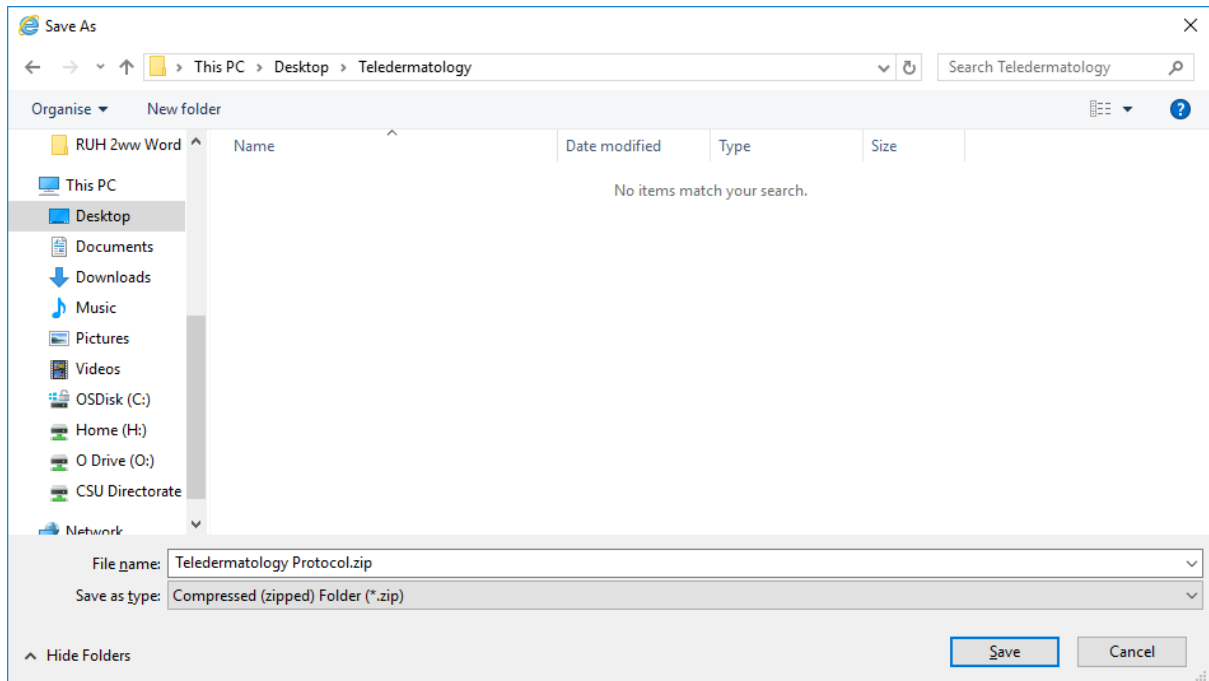~.zip

Download all

Select **Save as**.

Internet Explorer   ✕

What do you want to do with
Teledermatology_Zipped_Files.zip?

Size: 83.1 KB
From: email.nhs.net

→ Open
    The file won't be saved automatically.

→ Save

→ Save as

Cancel

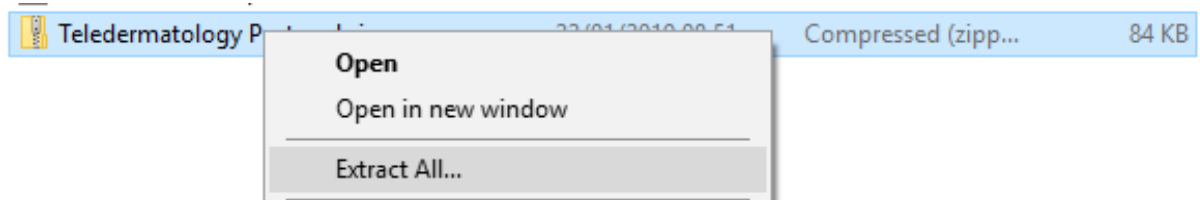Save the zipped folder to your desktop or network drive if you prefer.

The location of where this folder is saved is up to personal choice and does not need to reflect what is displayed in the screenshots.

Select **Open folder**

Right click over the zipped folder, and select Extract All

The extracted files will appear in the folder.